

EDITED TASK LISTING

CLASS: CHIEF MEDICAL OFFICER, CORRECTIONAL FACILITY

NOTE: Each position within this classification may perform some or all of these tasks.

1.	Manages the work of institutional Health Care Services staff to implement the community standard of medical care (e.g., medical, dental, mental health, etc.) for the inmate population utilizing various resources (e.g., management skills, meetings, policies, procedures, communications skills, etc.) as directed by the Health Care Services Division.
2.	Makes decisions on management/clinical issues, based on information derived from data analysis, to provide recommendations, alternatives and improve systems and processes as needed.
3.	Collaborates with the Utilization Management Nurse (UMN) on inpatient and outside medical care to ensure fiscally responsible, appropriate medical care is provided utilizing various resources (e.g., guidelines, policies, procedures, etc.) as directed by the Health Care Services Division.
4.	Directs transfer of patients between California Department of Corrections (CDC) institutions and may direct transfer of patients to outside medical facilities for medical treatment that may not be available at the local institutions utilizing various resources (e.g. physician to physician communication, guidelines, laws, rules, policies, procedures, etc.) based upon the patient's need for level of care.
5.	Oversees the examination, diagnoses, prescriptions, and treatment of patients to ensure proper implementation of the standard of medical care (e.g., medical, dental, mental health, ancillary services, etc.) utilizing management skills, clinical expertise/skills, meetings, policies, procedures, chart reviews, rounds, etc. as needed.
6.	Conducts and/or facilitates staff conferences, meetings, In-Service Training, etc. to provide information and ensure proper implementation of the standard of medical care (e.g., medical, dental, mental health, etc.) utilizing communication and management skills, policies, procedures, etc. as needed.
7.	Organizes Quality Management Teams, staff conferences, meetings, In-Service Training, etc. to provide information and ensure proper implementation of the standard of medical care (e.g., medical, dental, mental health, etc.) utilizing communication and management skills, policies, procedures, etc. as needed.
8.	Reviews policies and procedures for Nurses and Attendants to ensure proper implementation of the standard of medical care (e.g., medical, dental, mental health, etc.) utilizing various resources (e.g., management skills, meetings, policies, procedures, etc.) as directed by the Health Care Services Division and/or as needed.
9.	Works closely with institution administrators to establish improved communication, methods, forms, procedures, etc. utilizing various resources (e.g., communication and management skills, meetings, policies, procedures, etc.) as needed.

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10.	Reviews and approves requisitions for medications, medical supplies, and equipment for all institutions and special diets for licensed CDC Institutions (inpatient care) only, to ensure proper implementation of the standard of medical care (e.g., medical, dental, mental health, ancillary services, etc.) utilizing various resources/processes (e.g., management skills, clinical expertise/skills, meetings, policies, procedures, etc.) as needed.
11.	Prepares written documents (e.g. correspondence, policies, procedures, reports, etc.) to provide information, direction, etc. to individuals (e.g. inmates, inmate families, staff, government officials, etc.), utilizing various resources (e.g. communication skills, computer equipment, etc.) as needed.
12.	Maintains order, instructs, and supervises the conduct of individuals committed to the CDC to maintain security of work areas and materials in the performance of daily activities and to prevent escape or injury by inmates to themselves, others, or to property utilizing various resources (e.g., interpersonal skills, heightened awareness of the surroundings, knowledge, various alarm systems, etc.) as dictated by departmental policy.
13.	Evaluates and provides feedback to employees to ensure performance objectives/standards are met by monitoring work, assignments and behaviors as required by the State Personnel Board.
14.	Develops Health Care Services policies and procedures in order to implement the community standard of medical care (e.g. medical, dental, mental health, etc.) utilizing various resources (e.g., management skills, meetings, statewide policies and procedures, etc.) as needed.
15.	Directs the preparation of various reports (e.g. fiscal, business/management, etc.) to provide information to Health Care Services Division, Institutions Division, etc. utilizing various resources (e.g., data, management skills, Monthly Budget Plan Report, etc.) as needed and/or upon request.
16.	Facilitates the hiring process by conducting interviews, evaluating and recommending candidates for appointment utilizing various methods of filling vacancies (e.g. recruitment, team building, training and development assignments, certification lists, etc.) as needed.